

# Are you ready to begin working on campus?

Prior to working on campus, you must complete steps 1-5 and present IDs to Human Resources. **You may not work** until you receive notification that your employment forms are complete. Steps 1 and 2 should be completed online, forms in steps 3-5 should be submitted to the Office of Human Resources when presenting IDs. The office is located at 1923 Moore St. and open to students Mondays and Wednesdays 1-4 pm, Fridays 9 am-4pm.

Questions?..... contact Human Resources at [HR@juniata.edu](mailto:HR@juniata.edu), call 814-641-3195, or visit in person during times listed above.

1. [Student Authorization for Employment \(Blue Card\)](#) (must be logged in to the Arch - only for student assistant positions paying \$7.25/hr)
2. [Local Earned Income Tax Residency Certification Form](#) (must be logged in to the Arch - use your home/permanent address and review instructions included on the form for PSD codes)
3. [Direct Deposit Form](#) – Students are required to have their pay directly deposited into a bank account of their choice within the USA. Direct Deposit bank account information should include a voided check (for checking accounts) or a deposit slip (for savings accounts), or a screen shot from online banking.
4. [W-4 Form](#) – This form instructs Payroll how to tax your wages for federal tax purposes. All employees **MUST** complete **steps one and five**. Use your permanent address, not your campus address. Complete Steps 2-4 only if they apply to you. Additional guidance [available online](#).
5. [I-9 Form](#) – This form is required to prove employee's identity and employment eligibility.
  - Provide/verify the following information to complete **Section 1**:
    - Name - provide your full legal last name, first name and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.
    - Other names used - provide all other names used, if any (including maiden name). If you have no other legal names, write "N/A".
    - Address - Please use your home/permanent residence (home address). Do not provide a post office box (PO Box) or campus address.
    - Date of Birth - provide your date of birth in the mm/dd/yyyy format. For example, January 23, 2004, should be written as 01/23/2004.
    - US Social Security Number - provide your 9-digit social security number.
    - Email Address and Telephone Number (optional) - you may provide your email address and telephone number. If you choose not to provide your email address and phone number, please write "N/A".
  - All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes on the form:
    - A citizen of the United States
    - A non-citizen national of the United States
    - A lawful permanent resident - a lawful permanent resident is any person who is not a US citizen and who resides in the US under legally recognized and lawfully recorded permanent residence as an immigrant.
    - An alien authorized to work - if you are not a citizen or national of the US or a lawful permanent resident, but are authorized to work in the US, check this box. If you check the box, record the date that your employment expires and enter your Alien Registration Number. This employment expiration date refers to the program end date listed on your Form I-20 or DS-2019. The Alien Registration number/USCIS number is the number in the top right-hand corner of your DS-2019 or I-20 that Begins with an 'N' (For example N0012345678.)
  - Sign your name in the signature box and record the date you completed and signed Section 1.
  - **As part of the I9 requirements, and for Student Employment to complete Section 2 of the Form I9, employees MUST present the necessary document(s) required to satisfy the Form I-9 for in person verification.** You must present **either** one document from List A (i.e., Passport or Passport Card), **or** a combination of one document from List B (i.e., Driver's License, or Juniata Gold Card), **AND** one document from List C (i.e., Social Security Card, Birth Certificate). The documents you present **MUST** be the original document(s), no photos, copies, scans, or faxes. This is a federal requirement. Please review the [LIST OF ACCEPTABLE DOCUMENTS](#).
    - **Required document(s) must be brought in for verification or you are not permitted to begin working.** When presenting the document(s) for in-person verification, please bring the ORIGINAL document(s) to the Office of Human Resources located at 1923 Moore St.